

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110042-9

REPORTS INVENTORY					DDS/OF-110					
PREPARE IN DUPLICATE										
1. TITLE OF REPORT (If a fill-in report include Form No.)  Clerical Requirements					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)						
4. NO. OF COPIES PREPARED  2	5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly			6. DISTRIBUTION (No. of components not number of copies)  2						
7. FORMAT (memorandum, form computer print-out, etc)  Form	8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  O/Personnel		
YES	IF YES GIVE ADP PROCESSING NO.									
<input checked="" type="checkbox"/> NO										
10. PREPARING COMPONENT (include lowest level contributing information to report)  OF/SS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)							
12. COST FACTORS										
A. MANUAL PREPARATION AND REVIEW COSTS										
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR				
GS-10	\$ 5.75		1		\$ 5.75	12 \$ 69.00				
GS-13	9.94		1		9.94	12 119.28				
			2		\$15.69	\$ 188.28				
B. COSTS OF COMPUTER PRODUCED REPORTS										
TOTAL COSTS PER YEAR						\$ 188.28				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Report on clerical requirements of O/Finance is required by O/Personnel to provide clerks, secretaries and typists for the Office.										
14. FUTURE GOALS										
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS				
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by O/Pers <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>MAN-HOURS</th> <th>DOLLARS</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS									
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION				
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